



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE TO MAKE RECOMMENDATIONS FOR THE BUDGET OF THE CHARTER COMMISSION

WEDNESDAY, OCTOBER 22, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Draft and Adopt a Resolution for the Budget of the Charter Commission
6. New Business
7. Public Participation
8. Adjournment

MEMBERS: Gielegghem-Chair, Rengert-Vice Chair, Brdak, Bruley, Sauger and Crouchman (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegghem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

CHARTER COMMISSION BUDGET

	Original Estimate	VerKuijen Meeting Room	Board of Commissioners Meeting Room
Per Diem (\$35.00 x 26 Commissioners x 90 Days)	81,900	81,900	81,900
Cost to publish Proposed Charter once in newspaper of record	65,000	65,000	65,000
One Secretary (40 hrs per week for six months)	24,000	-0- (A)	-0- (A)
Two stenographers (20 hours per week each for six months)	21,000	-0- (A)	-0- (A)
Research and Drafting (\$250/hour)	300,000	250,000	250,000
Executive Director	-0-	50,000	50,000

Office space for three clerical could be provided in County Bldg.
The following costs would be incurred:

3 desks, chairs and related furniture	0	-0-	-0-
3 phone lines and call charges	1,800	1,800	1,200
4 computer lines and associated printer, etc	1,200	1,200	-0-
3 Email accounts	195	195	195
DVD Burner	300	-0-	-0-
7 electrical runs	630	630	-0-
Fax rental	3,000	3,000	2,000 (B)
Copier rental	3,000	3,000	1,500 (B)

The Charter Commission could meet in the VerKuijen Building auditorium. Three phone lines, three computer lines and associated equipment, a fax machine and a copier should be located in the meeting room. For electronic exchange, the Charter Commission can use their own email addresses using the Wireless Internet connection. Given that the auditorium will be used by other groups during the six month term of the Commission, securing the above equipment poses a problem. Direct costs associated with the above equipment for the auditorium are as follows:

Charter Commissioners would be seated at tables.	-0-	-0-	-0-
3 phone lines and call charges	1,800	1,800	1,200 (B)
4 computer lines and associated printer, etc.	1,200	1,200	-0-
7 electrical runs	630	630	-0-
Wireless Internet	3,600	3,600	-0-
Fax rental	3,000	3,000	2,000 (B)
Copier Rental	3,000	3,000	1,500 (B)
Overhead Projector	11,000	11,000	-0-
Sound System Rental	1,200	1,200	-0-
After hour security (Grey Coats provide security)			
Mon-Fri until 9:45 p.m. Some overtime may be necessary)	5,000	5,000	5,000
Office Supplies	10,000	10,000	10,000
Letterhead	750	750	750
	542,455	497,905	472,245

- (A) Utilize B.O.C. and County Clerk Staff
(B) Usage Only-Additional Equipment not Required

distributed
10-22-08



Item # 7

Ad Hoc - Recomm. for
Charter Comm. Budget

Carmella Sabaugh

Macomb County
Clerk/Register of Deeds

Todd Schmitz
Deputy Clerk

10-14-08

Distributed
Betty A. Oleksik
Deputy Register of Deeds

FILE
Copy

October 14, 2008

Commissioner Paul Gielegthem, Chair
Ad Hoc Committee on the Charter
One South Main
Mount Clemens, MI 48043

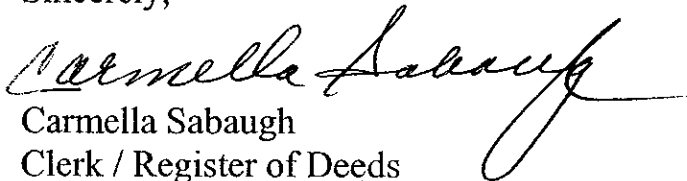
Dear Commissioner Gielegthem:

This is an exciting time to be involved in Macomb County government! We have a real opportunity to create a uniquely "Macomb County" Charter and improve county government. I believe we may also keep costs low and get good results if those who can pitch in and help do so. That is why I am offering to serve as clerk of the Macomb County Charter Commission.

As you know, my office already serves as clerk to the Board of Commissioners, Concealed Weapons Commission, Civil Service Commission and Elections Commission. I have staff who are trained to take minutes and roll calls, and who know how to prepare meeting packets and send meeting notices in compliance with the Open Meetings Act. I believe the services of my office may help reduce the cost of improving our government via the Charter Commission.

I would be happy to discuss the details of this proposal with you, or the Charter Commission, at an appropriate time.

Sincerely,


Carmella Sabaugh
Clerk / Register of Deeds

Clerk's Office
40 N. Main St.
Mount Clemens, MI 48043
586-469-5120
Fax: 586-783-8184

<http://www.macombcountymi.gov/clerksoffice>
clerksoffice@macombcountymi.gov

Fax-on-Demand
Michigan: 1-888-99-CLERK
Out-of-State: 310-575-5035

Register of Deeds
10 N. Main St.
Mount Clemens, MI 48043
586-469-5175
Fax: 586-469-5130

<http://www.macombcountymi.gov/registerdeeds>
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MEMORANDUM

DATE: October 16, 2008

TO: David M. Diegel
Finance Director

FROM: Rhonda R. Deriemaecker 
Director of Board Services

SUBJECT: Staffing for Charter Commission

This correspondence is in response to the inquiry regarding staffing for the Charter Commission raised at the October 14, 2008 Ad Hoc Committee to Make Recommendations for the Budget of the Charter Commission. Inquiry was made as to whether the Board Office could provide secretarial support to the Charter Commission.

The Board Office is pleased to offer secretarial support to the Charter Commission. We have several staff members that can assist with this effort. I am confident that we will be able to provide the support required, but would like the flexibility of asking the Board of Commissioners for additional support if we find it necessary. Currently there is no way of knowing how many hours of secretarial support per week the Charter Commission will require.

I will be available at the October 22, 2008 meeting of the Ad Hoc Committee to answer any questions committee members may have.

cc: Commissioner Paul Gielegem, Chair
Charter Commissioner Ad Hoc

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Memorandum

To: County Charter Subcommittee, Macomb County Commission

From: Dr. Eric Scorsone, Co-Chair, State and Local Government Program

Re: Macomb County Charter Commission Technical Assistance

Date: October 22, 2008

The MSU State and Local Government Program will provide technical assistance to the Macomb County Charter commission. The MSU State and Local Government Program has a forty year history of working with local governments in Michigan on a variety of issues related to management, administration, financing and service delivery issues. We have provided technical assistance to many counties and local governments across the state in a wide variety of areas. This work includes close cooperation with the Michigan Association of Counties on projects such as the book "The Guide to Michigan County Government" and the County Commissioner training schools.

MSUE's assistance would include:

1. Assistance with procedural and technical training for Charter Commissioners
 - Designed to ensure a steady and speedy process for achieving required workload in allotted time and provide technical information for decision making

Parliamentary Procedures	3 Hrs
Open Meetings Act	
Financing Government (Taxing Structure and Law)	4 Hrs
Functions of County Government	2-3 Hrs
2. Assistance in establishing an agenda to meet workload requirements
 - Designed to assess order and flow of topics to be addressed in meetings

3. Assistance in researching charter options and provisions (in cooperation with MI Citizens Research Council) including:
 - Fiscal analysis of alternative charter options
 - Comparisons with other relevant county charters
 - Assessment on current county organization and service delivery structure
4. Provide assistance/leadership in coordinating educational efforts for citizen public education regarding charter content.
 - PowerPoint Development for Use by Charter Commissioners
 - Facilitate/Present Three Sessions With Panel
 - Facilitate Cable Presentations on Local Cable Station

Specifically, we are willing to provide the following resources to support the Macomb County Charter Commission to attend a maximum of 24 meetings to include the full commission or any appropriate subcommittees. The total cost of providing this service is \$15,000. MSU will subsidize this by \$10,000 and are requesting a total of \$5,000 from Macomb County to partially cover travel and related costs. We require a minimum two-weeks notice to conduct research and provide fiscal impact or other type of charter analysis.



Carmella Sabaugh

Todd Schmitz
Deputy Clerk

Macomb County
Clerk/Register of Deeds

Betty A. Oleksik
Deputy Register of Deeds

October 21, 2008

Commissioner Paul Gielegem, Chair
Ad Hoc Committee on the Charter Commission
One South Main
Mount Clemens, MI 48043

Dear Commissioner Gielegem:

At the October meeting of your committee, I offered to provide the services of my office to the charter commission. I am writing to provide you with specifics. The services my office would be able to offer, include:

- Sending meeting notices to charter commissioners
- Posting meeting notices
- Taking minutes
- Conducting and tallying votes
- Preparing meeting agendas
- Web page containing meeting information and audio from meetings

I expect one staff person at a time from my office would be assigned to these duties.

If the meetings are held during the day in the Board of Commissioners meeting room, then I would expect there to be no additional cost for staff. If the meetings are held in the evenings or on weekends, then I could probably still provide staff at no additional cost, but would ask that the charter commission provide mileage reimbursement to staff.

*distributed
10-22-08*

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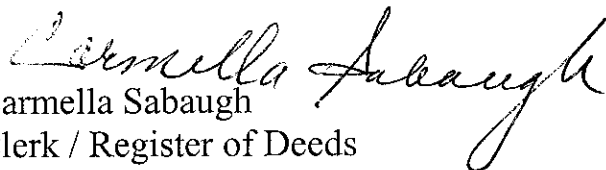
<http://www.macombcountymi.gov/registerdeeds>
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It is difficult to estimate the cost of supplies and postage because it depends on the number and content of the meetings to be held, and whether any special meetings will be held, but \$3,500 is my estimate at this time, assuming we have access to the quality photocopier in the Board of Commissioners office.

I would request the charter commission or Board of Commissioners authorize the purchase of a digital audio recorder and cables for about \$300. This will let my staff reliably digitally record meetings and quickly make them available on CD or the Internet. (The same equipment could also be used for Board of Commissioner meetings.) This assumes that the county clerk web site will be given adequate storage and bandwidth by the IT Department.

If the charter commission meetings are not held at the Board of Commissioners office, then the cost of photocopying and other things may be higher. I also may not be able to record the audio if the meeting site does not have microphones and an output jack.

Sincerely,


Carmella Sabaugh
Clerk / Register of Deeds